

GENERAL DEFINITION OF WORK:

Performs skilled paraprofessional work implementing and participating in a variety of activities in the County's General Services division; does related work as required. Work is performed under regular supervision. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the development, implementation and administration of classification, compensation, training and personnel programs; assisting with recruitment and selection; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Generates work orders, service/repair requests and reports using Fleet software program.
- Receives vehicles/equipment and interprets information provided by user to diagnose maintenance issues; specifies repairs and assigns to the appropriate technician.
- Provides and estimated time that repair will take to be completed.
- Schedules vehicles/equipment using Fleet software to maintain a preventative maintenance schedule; makes sure all vehicles meet scheduled Preventative Maintenance.
- Provides list of vehicles/equipment that is due for Preventative Maintenance to users Department; provides scheduled date to user department that vehicles/equipment is due for maintenance and coordinates with user Department for a makeup date if maintenance appointment is missed.
- Develops schedule to allow for repair of unscheduled vehicles/equipment in a manner that does not cause overload to shops.
- Coordinates activities of the heavy and light shops by prioritizing and assigning tasks to ensure timely completion of all work required in the maintenance, repair, service and/or removal of vehicles while monitoring shop operation for safe performance and cost effectiveness.
- Coordinates maintenance and repairs jobs on Department vehicles/equipment with appropriate contract vendors and dealers in order to expedite work and maximize benefits of warranties and service contracts.
- Coordinates leave requests with Fleet Manager so as to provide proper work force to maintain shops work load.
- Provides customer service duties by keeping Department and outside users informed of the status of their repair/services work.
- Contacts Departments and outside users and inform when vehicle/equipment is finished and ready for pickup.
- Coordinates with parts personnel to maintain stock for fast moving parts.
- Places orders for parts for pre scheduled vehicles/equipment to maintain a fast turnaround time.
- Maintains records in order to provide accurate and current documentation of all shop activities.
- Receives new vehicle/equipment and verify that is it correct per order specifications.
- Obtains tags, fuel key/card and deliver to user ready to be placed in service.
- Provides supervision to the Fleet Staff in absence of the Fleet Shop Foreman and Fleet Manager.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the methods, tools and equipment used in the repair of vehicles and equipment. Have general knowledge of standard office procedures. Have ability to operate standard office equipment and personal computer. Be able to effectively communicate orally and in writing. Interact professionally with users and public, sometimes in difficult situations. Have the ability to read and comprehend technical documents and manuals to provide instructions to technician and users.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and three to ten years experience in vehicle/equipment and repair. Service writing and or scheduling experience in vehicle/equipment maintenance repair field preferred.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate commercial driver's license valid in Commonwealth of Virginia. Possession of valid state vehicle safety inspection license and air conditioning and recycling certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.